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MEMORANDUM FOR: All Branch Personnel

SUBJECT: Project Positions

On the basis of an agreement between the Salary and Wage Division and the SNA/DBS Office all S/C Change Authorizations (Form 261) for Project Positions will reflect a double zero (00) rather than the actual grades of the positions. This procedure will be utilized for all project positions regardless of grade. The Branch secretary will be responsible for maintaining a separate listing of project positions listing the approved grades. Actual grades of positions will be affixed to appropriate copies of 261's in the same manner as is currently done on Station and Base Chief positions.

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PROPOSAL

1. Positions approved at the GS-16 and above grade levels be designated on Agency Tables of Organization by the symbol "SG" instead of by specific GS grade.

Example: Legislative Counsel GS-0970.01-SG

2. The Director of Personnel will maintain securely a current inventory of approved supergrade positions by specific GS level and provide this information only to personnel designated by the respective Deputy Directors as authorized to receive it.

3. This procedure will ensure that:

a. Compensation levels approved for supergrade positions are restricted to a "need to know" basis.

b. Assignments of supergrade personnel to positions of supergrade level lower or higher than their grade can be made easily and without arousing speculation.